

COMMONWEALTH MANAGEMENT CERTIFICATE PROGRAM



2016-2017 PROGRAM OVERVIEW

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The Commonwealth Management Certificate Program (CMCP) offers Executive Branch managers (levels M4 and above) the opportunity to develop and enhance the skills needed to achieve their agency's goals and help them lead their staff to success.

To reinforce the development of the Commonwealth's leadership pipeline, the program will again include a mentoring component. The pool of mentors will be comprised of leaders from across the Executive Branch, and will include alumni of the Harvard Bradford Fellowship and the Commonwealth Suffolk Fellowship; Carballo and Rooney Performance Recognition award recipients, as well as, graduates of the CMCP. Mentors will offer real world guidance and help program participants apply classroom knowledge immediately on the job. Mentors and mentees will try to meet once a month for the duration of the certificate program. Please visit the [CMCP Mentor](#) website for additional information.

THE BENEFITS YOU CAN EXPECT

- Cultivate new skills, explore diverse perspectives, and develop new leadership styles
- Network and collaborate with colleagues across agencies/ secretariats
- Apply the newly acquired knowledge to develop solutions to resolve agency challenges
- Effectively develop and manage high performing teams

COURSE OF STUDY

Participants in the CMCP program will learn concepts and skills to inspire and engage others. Core courses include 4-hour classroom instruction and a homework assignment to confirm transfer of learning. Required core courses will include the following.

- Leadership Excellence: Learning to Lead Adaptively
- Business Process Redesign
- Leading and Managing Change
- Building a Results Oriented Culture
- Workplace Agility: Building a Collaborative Team Environment
- Conflict Management
- Acton Learning (Final) Project

In addition to completing the core courses, participants will be able to choose from a set of elective courses in order to obtain the required number of credits (35 total) needed for program graduation.

ELIGIBILITY

To be considered for the Commonwealth Management Certificate Program, applicants must:

- Currently be in a management position (M4 or higher) i.e., an employee who completes ACES
- Be employed in the Executive Branch
- Sign a "Statement of Commitment"
- Have completed all Commonwealth mandatory training courses
- Complete and submit the CMCP application including the Leadership Approval form and the Supervisor Recommendation Form by the application deadline

THE COMMONWEALTH MANAGER CERTIFICATE PROGRAM

The number of participants that can be accepted is determined by the size of the agency:

Number of Agency Employees	Maximum Number of Participants
Up to 50	3
51-400	9
401-1,500	16
1,501-2,500	25
2,501-4,500	32
4,501 or more	40

SELECTION PROCESS

The CMCP selection committee will review all program applications and approve or reject participants based on the selection criteria. If the total number of applicants exceeds the allotted number of seats per agency (as outlined above), the decision will be deferred back to that agency to determine which applicants will be accepted into the CMCP program.

SELECTION CRITERIA

The selection committee will use the following criteria to decide which applicants to accept:

- Leadership ability and experience
- Major work accomplishments
- Program interest, commitment to graduating and practicing the skills learned.
- Answers to essay questions
- Supervisor's recommendation